Funds are available to facilitate meetings over Meals (breakfast, lunch, coffee, etc.) between course heads and their teaching fellows, teaching assistants, and/or course assistants to discuss course-related matters for an individual SEAS course.

**Course heads may spend up to a maximum of $50 per Course Head/TF/TA/CA per semester.**

**Guidelines**

- Attendees must include the instructor.
- These funds are to be used only for regular SEAS **course-related instructional support staff meetings between course heads and his/her TFs, TAs, and/or CAs.** Other types of instructional or staff meetings (e.g., section meetings, one-on-one meetings with students/instructors, year-end gatherings, etc.) cannot be charged to this fund.
- Those courses with individual approved budgets (e.g., “super courses”) are not eligible to access this contribution.
- SEAS Instructional Meal funds may **not** be used to purchase alcohol, and may not be used to pay for expenses outside of the provision of food and non-alcoholic beverages (such as transportation, office or meeting supplies, etc.).

**Reimbursement Process**

- Course heads seeking reimbursement for expenditures must submit their receipts—**within 90 days of the transaction**—to the local Faculty Administrator in which the course is offered.
  
  o Please note: Instructional Meal Fund costs and charges should use the TA/TF org assigned to each functional area (MSME-28711; AM-28721; AP-28731; CS-28741; Bio-28751; EE-28761; ESE-28771; ES/General-28701).

- Faculty Administrator is required to keep track of the amount they are spending as the semester progresses. The funds are simply a contribution to meals, and may not always cover the full cost.
- Course heads seeking an exception can make a request for additional TF meal funding by sending an email to the relevant Area Director, who will forward the request to SEAS administration for review. The email should explain the additional funding amount requested and describe the use of the funding. Requests for additional funding must be approved before the additional expenses are incurred.
Billing, 33-digit Code Information
SEAS Instructional MEAL Fund reimbursements and charges should use the following:

- **TUB:** 325
- **Org:** TA/TF org assigned to each functional area (MSME-28711; AM-28721; AP-28731; CS-28741; Bio-28751; EE-28761; ESE-28771; ES/General-28701).
- **Object codes** typically fall within one of these areas: 6570, 7655, 8060
- **Fund:** 000001
- **Activity:** 584957
- **Sub-Act:** 2000
- **Root:** use Faculty Root where possible, otherwise use 00000

Feel free to send questions on this policy to the relevant Area Director/Program Manager (Arlene Stevens astevens@seas.harvard.edu, Meg Hastings hastings@seas.harvard.edu, Jill Larson jlarson@seas.harvard.edu, Sheila Coveney coveney@seas.harvard.edu) or to Kathy Lovell (klovell@seas.harvard.edu).

Instructors of co-listed courses (course with both SEAS and FAS course numbers) should contact an Area Director with implementation questions.

NB: Please note that, going forward, SEAS will not have access to the Instructional Meal Fund available through the FAS/College Office of Undergraduate Education. Please do not distribute the coding for that fund.